



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

012

Date: April 14, 2014

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: IMMIGRANT VISA ASSISTANT

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **Immigrant Visa Assistant**

OPEN TO: **ALL INTERESTED CANDIDATES**

GRADE LEVEL: **FSN-07, FP-07* (FULL PERFORMANCE LEVEL)**

WORK HOURS: **Full Time, 40 hours per week**

POSITION TYPE: **PERMANENT**

OFFICE LOCATION: **Consular Section (Immigrant Visa Unit)**

OPENING DATE: **Immediate**

DEADLINE: **April 28, 2014 at 6 P.M. Kyiv Time**

**FP-7 is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The employee performs clerical and related work pertaining to Immigrant Visa (IV) services. The range of immigrant visa cases includes immediate relative and preference categories, as well as more complicated cases such as Visas 91, Visas 92/93, orphan, special immigrant, employment-based and Diversity Visa (DV) categories. The employee ensures that IV cases are processed courteously, efficiently and in accordance with all applicable laws and regulations. The employee answers a variety of procedural inquiries related to different types of IVs, while exercising judgment in referring applicant's questions and/or written inquiries of a more complex nature to a more senior employee. The employee intakes and prepares applicants when they come for IV interviews. The employee physically prepares approved IVs in accordance with quality control instructions and regulations outlined in the Foreign Affairs Manual (FAM) and Department of State (DOS) Cables. The employee drafts outgoing correspondence in accordance with the FAM and local Standard Operating Procedures (SOPs).

MAJOR DUTIES AND RESPONSIBILITIES:

Prepares Immigrant Visa Cases for Interview: Intakes cases from applicants, data enters them and packages them for the interview. On a rotating basis performs physical preparation of approved visas

40%

- Intakes and pre-screens the application and supporting documents for acceptability and identifies potential areas for questioning for officer.
- Conducts the preliminary questioning in person with IV applicants including those for diversity (DV), significant public benefit/humanitarian parole (Visas 91), refugee/asylee follow-to-join (Visas 92/93) and orphan (IR3 and IR4) visas, drawing out required information as necessary, examines their applications and supporting papers.
- Reviews IV applications and supporting documents; prepares case for review by a Consular Officer, articulating case-specific problems and proposing solutions.
- Highlights relevant information that might result in security ineligibility. Compares names and dates on all pertinent documents to verify the true identity of IV applicants.
- Assembles all the documents presented by the applicant according to the SOP, in order for the Consular Officer to review the case quickly and properly, reviews sponsor's financial documents and determines if they meet poverty income guidelines, collects biometric information and sends it for clearance.
- Enters data received from the National Visa Center (NVC), the Kentucky Consular Center (KCC) and the United States Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) into automated IV and Non-Immigrant Visa (NIV) systems.
- Updates individual IV cases to reflect relevant changes.
- Completes data entry and photo scanning prior to the IV interview.
- Reviews medical examination results and alerts the officer of existing medical conditions that might indicate IV ineligibility or restrict IV validity.
- Ensures proper MRV and IV fees have been paid.

- Prescreens and intakes I-130 petitions filed at post. Checks for completeness in accordance with both U.S. and Ukrainian law.
- Determines visa classification.
- Performs physical preparation of approved visas.
- Ensures the visa is properly printed and the immigration package is assembled correctly.
- Prepares immigration packages for courier service delivery.
- Maintains Immigrant Visa Files.
- Assures that the section is in compliance with document retention requirements: locates, scans and destroys IV and K-1 cases as stipulated in the FAM.
- Refers complex cases to IV Locally Employed Staff (LES) Supervisor.
- Advises the Senior IV LES and Consular Officers on complex visa cases.
- Alerts Fraud Prevention Unit (FPU) to possible fraud.
- Assists Consular Officer with oral and written interpretation.

The incumbent acts as portfolio manager for processing refugee and asylee follow-to-join cases (Visas 92/93) and significant public benefit/humanitarian parole cases
40%

- Keeps abreast of all relevant FAM requirements, USCIS regulations, and other State Department guidance relevant to refugee and asylee follow-to-join and significant public benefit/humanitarian parole cases.
- Maintains sensitive Visas 91/92/93 paper files and electronic records, properly securing case-specific information.
- Serves as the point-of-contact on all Visas 91/92/93 issues.
- Drafts and updates SOPs for processing such cases.
- Processes cases from start to finish: completes data entry in NIV, prepares and mails instructions packages, completes document intake and verifies document accuracy and assists Consular Officer on the day of the interview.
- Maintains database, files and tracking system to ensure timely and complete processing of Visas 91/92/93 cases.
- Serves as the point-of-contact to Refugee Processing Center (RPC), International Organization of Migration (IOM) and USCIS Moscow regarding Visas 92/93 cases, sending official requests on behalf of the IV Section in Kyiv.
- Prepares reports and completes the paperwork necessary for RPC to initiate the assurance process for refugee cases.
- Provides RPC with any medical Class A or Class B information for a Visas 93 applicant to ensure adequate placement.
- Liaises with IOM upon assurance receipt, preparing immigrant packages to coordinate transportation arrangements for refugee applicants.
- Drafts Security Advisory Opinion requests for Visas 92/93 cases, tracks responses and provides necessary follow up.
- Drafts revocation memorandums for Visas 92/93 cases and prepares fraud indicators summary for these cases to be reported to USCIS Moscow.
- Works in closely with Assistant Regional Security Officer Investigator (ARSO-I) on Visas 91 cases providing and receiving relevant information about applicants.
- Prints the physical boarding foil.

- Prepares Visas 91 cases for printing: checks DS-160 information downloads case it into NIV system, captures biometrics.
- Limits visas in according with DOS policies.
- Explains the conditions of entering the U.S. on parole documents to the visa applicants.
- Explains the specifics of immigration process to Visas 91/92/93 applicants.

Reads incoming correspondence and takes appropriate action

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- Answers a wide range of written and oral inquiries related to different types of IVs, informed by existing SOPs, as well as definitions and references from the INA and FAM.
- Answers basic IV mailbox inquiries.
- Prepares draft correspondence of varying complexity and refers them to the Consular Officer for clearance.
- Exercises judgment when referring more complex correspondence to the IV FSN Supervisor.
- Corresponds with other bodies of the U.S. government (NVC, DHS, RPC), other U.S. Embassies and other countries' embassies in Ukraine concerning specific visa cases (verifying or obtaining necessary information for visa cases) on a regular basis.
- Prepares and mails standard correspondence to applicants, petitioners and their legal representatives, as stipulated in the FAM.

Performs other tasks as required for the IV Unit's mission

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- Ensures IV website content is up-to-date, preparing and submitting recommendations for updates.
- Updates handouts and ensures the IV unit has sufficient stock of office supplies.
- Serves as the technical point of contact for Q port, a contractor providing integrated solutions for customer queue management: collects input from Consular employees and converts them into technical specifications for the company engineers; takes part in the on-site testing of new configurations, advises management regarding contract terms and conditions.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

EDUCATION:

Two years of college/university studies in general coursework is required.

PRIOR WORK EXPERIENCE:

Two years of experience in office clerical work in a professional office environment is required.

POST ENTRY TRAINING:

Completion of the FSI's PC-102 Immigrant Law and Visa Operations correspondence course. Extensive on-the-job training will be provided by the Senior IV FSN.

LANGUAGE PROFICIENCY:

Level IV (Fluent) in English, Ukrainian and Russian is required.

JOB KNOWLEDGE:

Knowledge of SOPs and regulations as contained in the FAM, INA and DOS Cables for processing IVs.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB April 28, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: JSarraf (by e-mail)